

## **CITY OF BEAVERTON**

### **Associate Planner**

#### **General Summary**

Perform planning duties. Conduct feasibility studies for urban development. Prepare technical reports on land use, transportation and related planning issues.

#### **Key Distinguishing Duties**

Complete assignments that involve complex or sensitive planning issues as defined by the senior level planning staff.

#### **Essential Functions**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Review permits, proposals and development requests for compliance with Development Code standards and Comprehensive Plan policies. Write findings, recommendations, conditions of approval on development proposals or amendments to the Development Code and Comprehensive Plan. Prepare public notices, staff reports and recommendations.
2. Responsible for reviewing and preparing recommendations on Type 2, Type 3, and occasionally Type 4 land use applications.
3. Conduct research, analysis and implement planning studies, projects and programs. Collect, organize, evaluate and analyze statistical and technical data. Draft reports and findings for review by supervisor. Prepare and produce planning models and forecasts. Maintain and produce reports from computer databases.
4. Conduct long and short range planning. Organize and develop comprehensive planning options, issues, data and information. Work with advisory groups, other agencies, jurisdictions, organizations and staff to develop plans, programs and recommendations. Prepare reports and grant requests and requests for proposals. Include specialization in transportation, environment, housing, urban design, etc.
5. Answer questions, explain procedures and provide information regarding planning, development, regulatory issues and programs.
6. Make presentations to citizen groups, Boards and Commissions.
7. Review, design and draft City proposals and legislation. Prepare informational and educational materials, reports, inventories, resolutions and other documents.
8. Perform inspection and field observations at construction sites.

9. Manage consultant contracts under the direction of a supervisor.
10. Train peers, Assistant Planner, Planning Technicians and temporary intern positions.
11. Review and administer County Plans and Codes when annexed land has not yet received City zoning designations.
12. Maintain department internal/external website.
13. Participate in division operational review and process evaluation including development of procedures and forms.
14. Provide excellent internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
15. Produce an acceptable quantity and quality of work that is completed within established timelines.
16. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
17. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, co-workers and the general public.
18. Participate in the City Emergency Management program including classes, training sessions and emergency events.
19. Follow standards as outlined in the Employee Handbook.
20. Support and respect diversity in the workplace.

### **Other Functions**

1. Serve on or provide support to a variety of committees, task forces and advisory groups.
2. Perform related duties of a similar scope and nature.

### **Knowledge Required**

- ◆ Working knowledge of current issues, trends, practices and principles of comprehensive long/short range urban planning including permitting and the land use applications process.
- ◆ Working knowledge of the standards, laws, codes, ordinances and regulations governing comprehensive long/short range urban planning.
- ◆ Basic knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Working knowledge of strategic planning methods with an emphasis on services related to comprehensive long/short range urban planning or transportation planning.

- ◆ Working knowledge of mathematical and statistical principles and analysis.
- ◆ Basic knowledge of geographic information systems.
- ◆ Basic knowledge of public purchasing and contracting laws and regulations.
- ◆ Advanced knowledge of English grammar, spelling and usage.
- ◆ Working knowledge of traffic impact analysis, transportation planning or other planning specialties such as environment, housing, urban design or other area of assignment

### **Skills/Abilities Required**

- ◆ Strong ability to conduct technical research.
- ◆ Strong ability to participate on a team focused on producing high quality results.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to apply excellent internal and external customer service skills.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations which may include technical information.
- ◆ Strong ability to complete written work products with minimal spelling or grammatical, mistakes or factual errors or omissions.
- ◆ Strong ability to use a keyboard and MS Office word processing, spreadsheet programs or other application software as required for position.
- ◆ Ability to use general office equipment.
- ◆ Strong ability to deliver work products on time.
- ◆ Ability to adjust to changing circumstances and priorities.

### **Minimum Qualifications Required for Entry**

Bachelor's degree in urban planning, geography, public administration, transportation planning, landscape architecture, urban design or related field and 3 years progressively responsible experience in urban planning or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

*Transportation planning or traffic engineering assignment:*

Bachelor's degree in traffic engineering, transportation planning, urban planning, public administration, or related field and 3 years progressively responsible experience in transportation planning/traffic engineering or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

### **Licensing/Special Requirements**

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

### **Working Conditions**

Regular focus on a computer screen; precise control of fingers and hand movements; occasional dealing with distraught or difficult individuals; regular attendance at meetings or activities outside of normal working hours; occasional operation of a motor vehicle on public roads; occasional work outdoors in inclement weather.

**Classification History**

As of 10/97: Associate Planner

Revised: 1/98

New class specification title 1/98: Associate Planner

Revised: 2/05

Revised 1/1/09

Status: SEIU

FLSA: Non-exempt

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Department Head Signature

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Human Resources Signature

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Date

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Date